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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

FROM : Chief, Administrative Branch, OTR

SUBJECT: Weekly Activity Report No. 11

DATE: 17 March 1955

I. SIGNIFICANT ITEMS: NONEII. OTHER ITEMS:A. Status of Classification Survey

25X1 [ ] Classification and Wage Division, has completed his audit of the Headquarters and Covert Training components of the Operations School. Official T/O changes are being issued to reflect the final grade approvals. [ ] will audit Field Training/Operations [ ] on 16-18 March 1955.

B. Obligation System

25X1 The obligation system designed for use by the DDJ complex is being installed by the Budget & Fiscal Section/TR on a trial run basis to determine its applicability to the operations of OTR.

C. Reserve Affairs

25X1 [ ] met with [ ] Office of Personnel, to insure that all JOT's with Reserve Commissions are adequately briefed concerning the Reserve unit of the Agency. The Office of Personnel has recently issued an internal memorandum that assures that each person coming to or leaving the Agency, either permanently or on a TDY basis, is 25X1 adequately briefed on Reserve affairs.

JOB NO. [ ] BOX NO. [ ] FLD NO. [ ] DOC. NO. 43 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 4 Dec 79 REVIEWER [ ] PRE DOC. 02  
 NO. PGS 8 CREATION DATE [ ] ORG COMP 11 OPI 11 ORG CLASS S  
 REV CLASS C REV COORD. [ ] AUTH: HR 70-3

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E. Income Taxes - [ ] Personnel

1. The Budget & Fiscal Officer/TR will visit [ ] on 18 March 1955 to resolve Federal Income Tax problems for three recently transferred agents and to brief other staff personnel on [ ] tax matters. 25X1 25X1 25X1

25X1

2. Two tax seizure levies totaling \$379.90 were filed against [ ] employees directly through the Finance Officer, [ ] This is the proper procedure for [ ] The Budget & Fiscal Officer/TR is coordinating the matter with Comptroller and General Counsel to assure that the cases are settled legally and securely. 25X1

F. Rights of Employees in IWOP Status

The Office of Personnel has again reminded all Agency components that supervisors who authorize employees to go on extended IWOP are certifying that position rights are reserved for that individual upon their return to duty. This applies to all persons currently on a IWOP status. As of 11 March 1955, the Office of Personnel requires that Requests for Personnel Action effecting assignment of interim incumbent must reflect the fact that the interim is aware that the person on IWOP has, "return to duty," rights to that position. Interim incumbents are to be briefed on this fact by their individual supervisors.

G. Registrar Activities

1. The Monthly Report of Training for February was distributed Friday, 11 March 1955.

2. Training records of [ ] people carrying EF service designations will be forwarded to the Office of Comptroller this week. 25X1

3. A report on students taking [ ] in the past year was given to FI/TR this week. 25X1

[ ]

25X1

I. Accounting for Official Funds

25X1  
25X1

[ ] TR, and [ ] TR, discussed with [ ] DC/FD, new procedures and policies pertaining to advances and accounting for official funds. These procedures provide for automatic salary deductions for all delinquent advance accounts after a delinquency of thirty days. The Administrative Officer is developing a system to notify personnel of their obligations prior to the time they become delinquent. 25X1

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K. OTR Position Vacancies - GS Positions

Component

Professional Clerical

Plans & Policy Staff  
Assessment & Evaluation Staff  
Support Staff (Hdqs.) (Excluding JOT's)  
Support Staff   
Basic School  
Intelligence School  
Language & External Training School  
Operations School (Hdqs.)  
Operations School   
Operations School

Total

25X1

25X1

L.

Weekly report of the utilization of  from  
9 March to 15 March is attached.

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25X1

Attachment:

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